

FA processes to set up Site and Create Financial Framework

FASTDATA is composed of two different modules: one for the Fund Administrator ("FA") and the other for the Site.

The FA has control of the money and can spread this money out to many different Sites so that each Site can create the documents to obligate the money within the constraints of the amount that the FA exports to them.

This procedure provides the steps necessary for a FASTDATA FA to initiate one or more Sites under the FA.

First of all, the FA must have FA security access for Users, Sites, Funds, Job Orders, and Export in order to perform these processes.

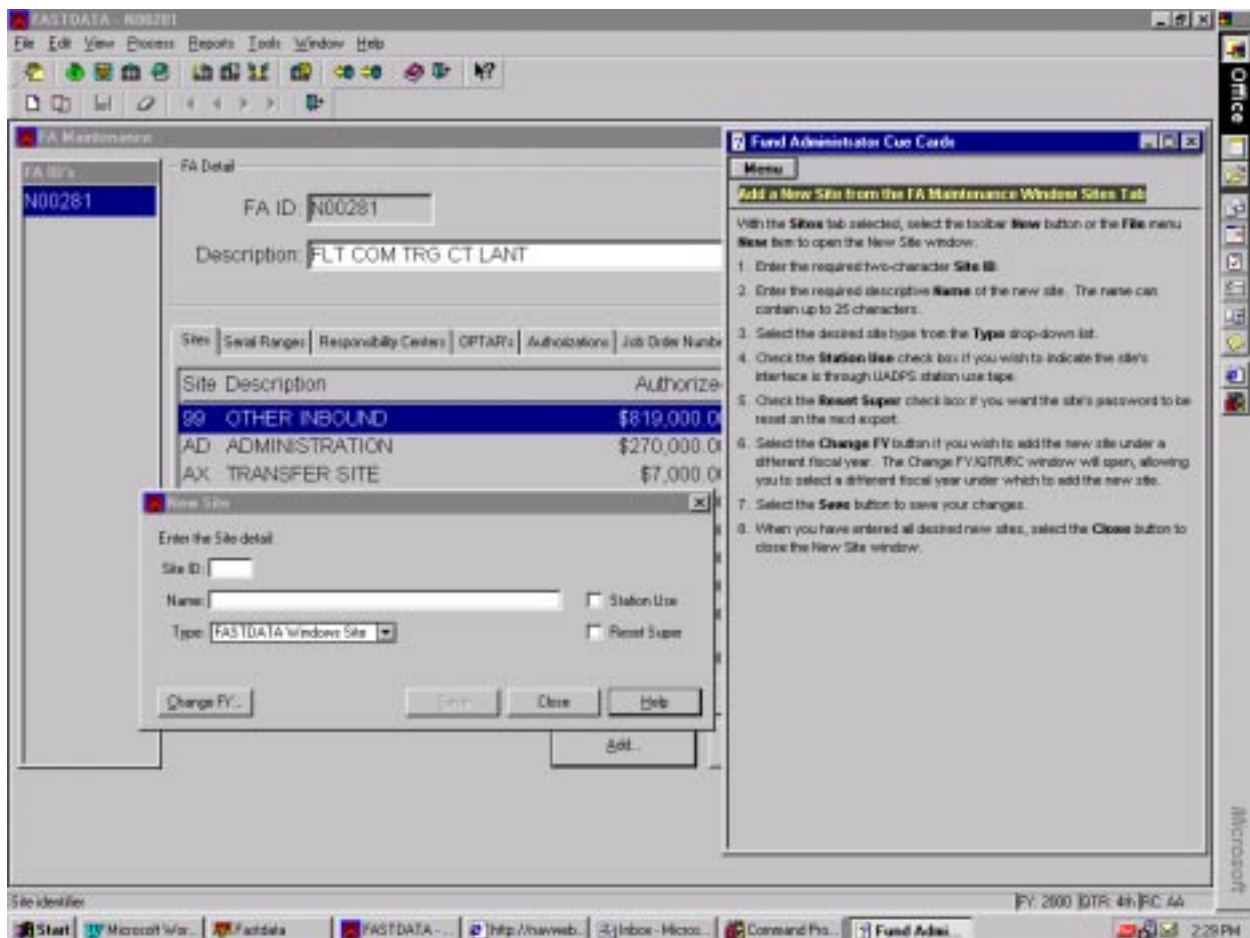
FA software is installed.

Using FA software:

- Add Site(s)
- Add Site User ID's
- Add Serial Number Ranges
- Add Responsibility Centers
- Add OPTARs
- Add Authorizations
- Add Job Order Numbers (JONs)
- Associate OPTARs to Site
- Export Site Data to Site

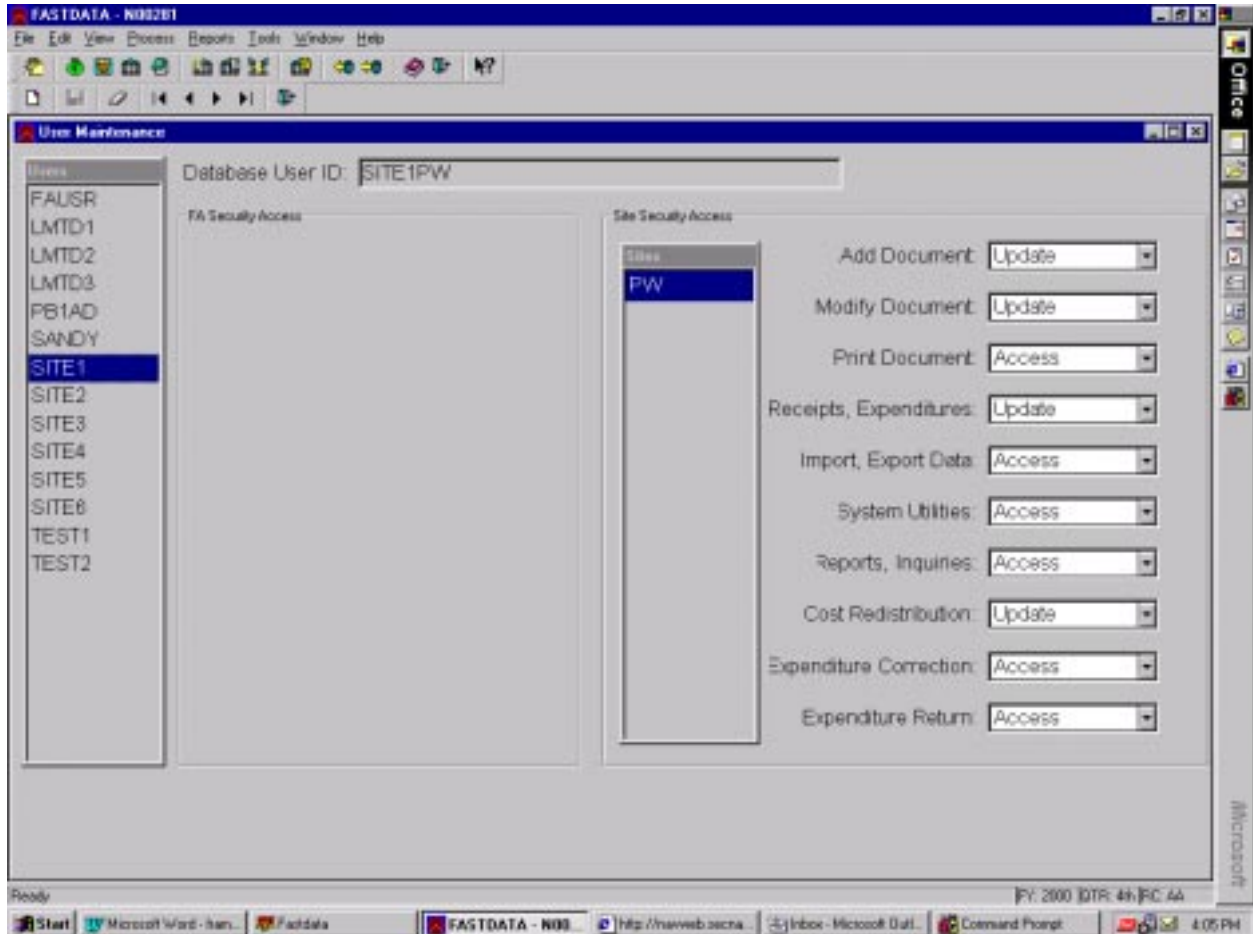
Add a Site

You can add, duplicate, and delete sites from both the FA Maintenance window Sites tab and the Site Maintenance window. Refer to the FA User Manual Chapter 6 for detailed information on adding, duplicating, modifying, and deleting sites. You may also select the New Site window's **Help** button to obtain Cue Card information, shown at right below.



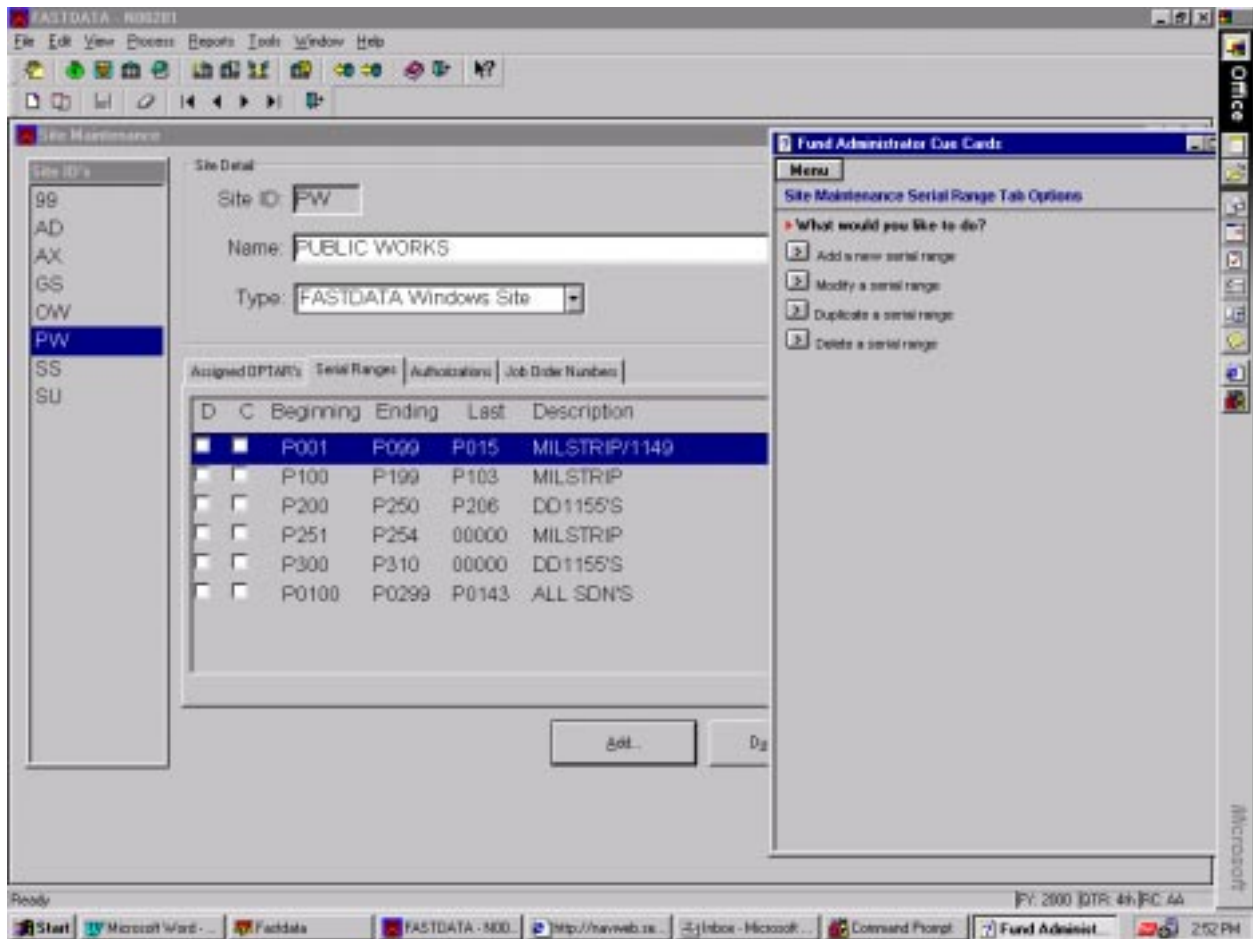
Add Site User ID's and accesses

Click Process / Users

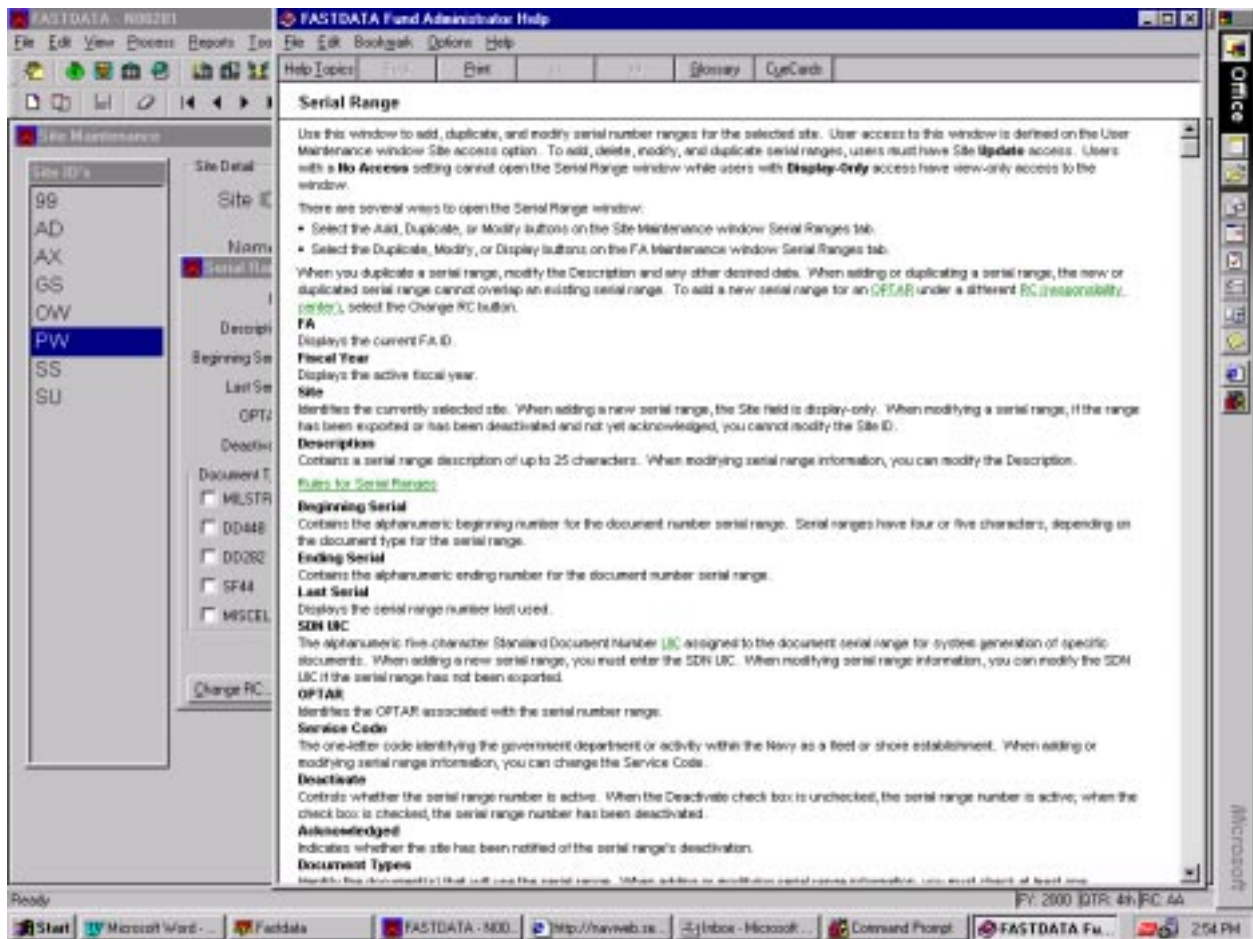


Add Serial Ranges

After the FA establishes a Site, the FA can add serial ranges for that site to use. Open the Site Maintenance window, select the desired site, and select the **Serial Ranges** tab.

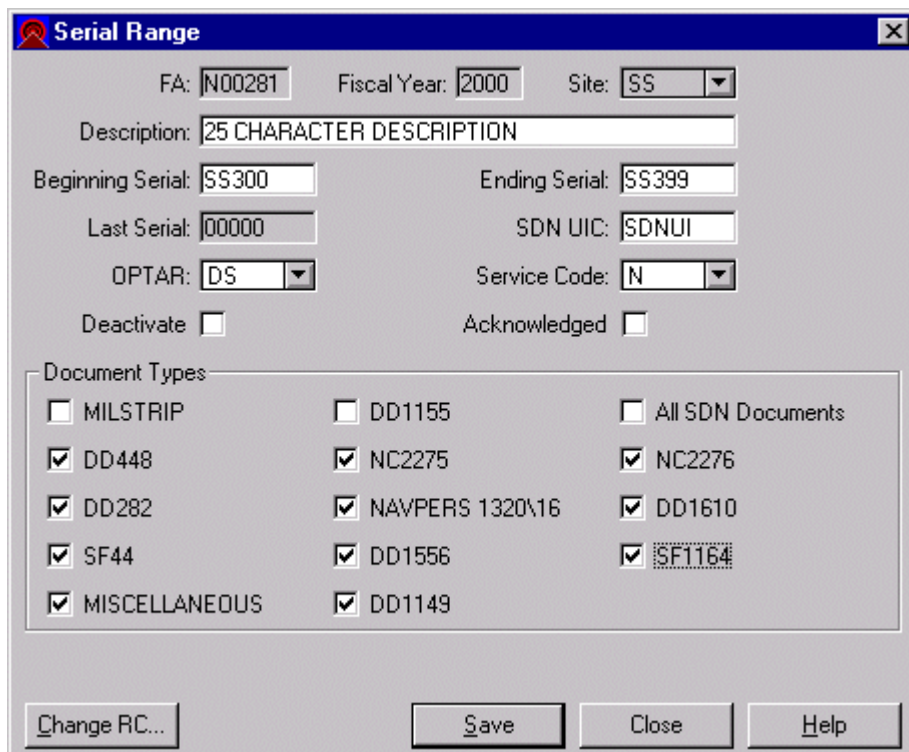


Select the **Add** button.



Select the **Help** button for more information about Serial Ranges

Enter data via the **Serial Range** window for the Serial Range being added.



The screenshot shows a Windows-style dialog box titled "Serial Range". It contains several input fields and checkboxes. At the top, there are three fields: "FA:" with the value "N00281", "Fiscal Year:" with the value "2000", and "Site:" with a dropdown menu showing "SS". Below these is a "Description:" field containing "25 CHARACTER DESCRIPTION". Further down are "Beginning Serial:" (SS300) and "Ending Serial:" (SS399). Below those are "Last Serial:" (00000) and "SDN UIC:" (SDNUI). Then "OPTAR:" (DS) and "Service Code:" (N). At the bottom of the main section are two checkboxes: "Deactivate" and "Acknowledged", both of which are unchecked. Below this is a section titled "Document Types" containing a grid of checkboxes. The first column has checkboxes for MILSTRIP, DD448, DD282, SF44, and MISCELLANEOUS. The second column has checkboxes for DD1155, NC2275, NAVPERS 1320\16, DD1556, and DD1149. The third column has checkboxes for All SDN Documents, NC2276, DD1610, and SF1164. The bottom of the dialog has four buttons: "Change RC...", "Save", "Close", and "Help".

FA:	Fiscal Year:	Site:
N00281	2000	SS

Description: 25 CHARACTER DESCRIPTION

Beginning Serial:	Ending Serial:
SS300	SS399

Last Serial:	SDN UIC:
00000	SDNUI

OPTAR:	Service Code:
DS	N

Deactivate ☐ Acknowledged ☐

Document Types

<input type="checkbox"/> MILSTRIP	<input type="checkbox"/> DD1155	<input type="checkbox"/> All SDN Documents
<input checked="" type="checkbox"/> DD448	<input checked="" type="checkbox"/> NC2275	<input checked="" type="checkbox"/> NC2276
<input checked="" type="checkbox"/> DD282	<input checked="" type="checkbox"/> NAVPERS 1320\16	<input checked="" type="checkbox"/> DD1610
<input checked="" type="checkbox"/> SF44	<input checked="" type="checkbox"/> DD1556	<input checked="" type="checkbox"/> SF1164
<input checked="" type="checkbox"/> MISCELLANEOUS	<input checked="" type="checkbox"/> DD1149	

Change RC... Save Close Help

After entering data required for Serial Range, click on **Save** button.

Note message "Serial range was successfully saved"

Click on the **Close** button.

Add a Responsibility Center

Click on **Process / FA / Responsibility Centers** tab.

FASTDATA - N00281

File Edit View Process Reports Tools Window Help

Change FY/GTR/RC...

FA

FA Main

FA Main

N00281

Current Fiscal Year: 2000

Accounting System: STARS-FL

FLT COM TRG CT LANT

Responsibility Centers | OPTARs | Authorizations | Job Order Numbers

RC	Authorized	Obligated	Balance
AA	\$1,245,000.00	\$470,995.20	\$774,004.80
BB	\$267,000.00	\$140,218.82	\$126,783.18
CC	\$150,000.00	\$85,000.00	\$65,000.00
DF	\$10,000.00	\$8,335.00	\$1,665.00
FF	\$516,000.00	\$99,530.00	\$416,470.00
PG	\$219,000.00	\$265.00	\$218,735.00
WW	\$16,000.00	\$903.00	\$15,097.00
TOTAL:	\$2,423,000.00	\$803,245.02	\$1,619,754.98

Add... Duplicate... Details... Delete

FA Maintenance

FY: 2000 | GTR: 44 | RC: AA

Start Microsoft Word... FASTDATA - ... http://navweb.us... Inbox - Microsoft... Command Prompt

3:08 PM

Click on the **Add** button.

Enter data required by the **New Responsibility Center** window.

Make the proper selection from the dropdown boxes available for System Code, Budget Sys, PAA Type, CC Type, and Transfer Agency.

FASTDATA - R00281

File Edit View Process Reports Tools Window Help

FA Maintenance

FA ID: N00281

Description: FLT COM TRG CT LANT

Current Fiscal Year: 2000

Accounting System: STARS-FL

New Responsibility Center

Enter the Responsibility Center detail and Funds:

Responsibility Center Detail

RC ID: SA/DB Src: AAA: Exp Var 2: Exp Var Amt: 0

Appropriation: SubId: BDN/BP ALLOT: System Code: Budget Sys: Gen Trans: PAA Type: CC Type: Transfer Agency:

Funds:

GTR	Direct Other	Direct Labor
1st	0.00	0.00
2nd	0.00	0.00
3rd	0.00	0.00
4th	0.00	0.00
Total	\$0.00	\$0.00

Save Close Help Change FY...

Balance

\$774,004.80
\$128,783.18
\$85,000.00
\$3,865.00
\$416,470.00
\$218,735.00
\$15,097.00
\$1,619,754.98

RC: AA BB CC DF FF PG WW

Add... Duplicate... Details... Delete

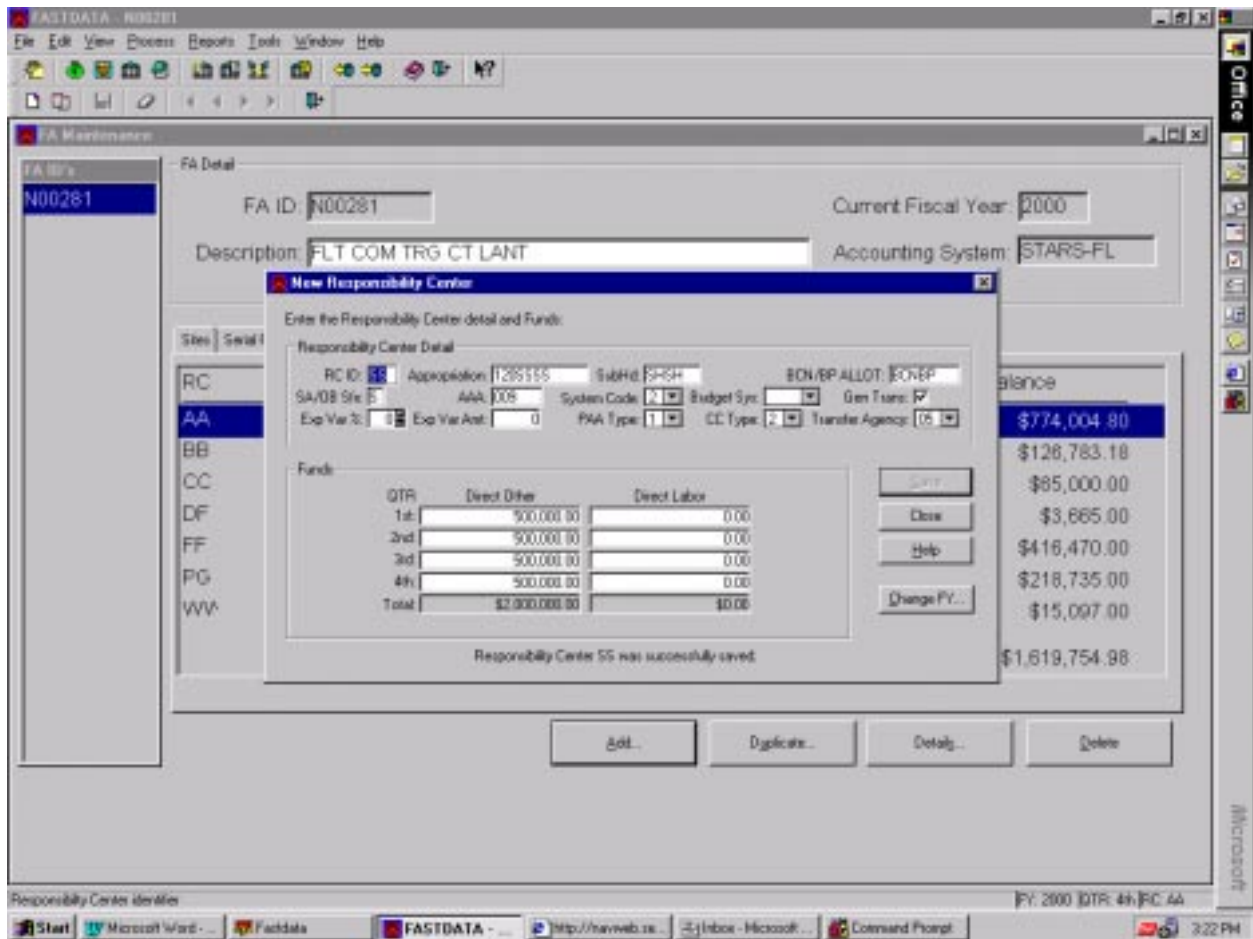
Nonlabor (other) Authorized Amount

FY: 2000 DTR: 4th RC: AA

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2:12 PM

Click on the Save button.



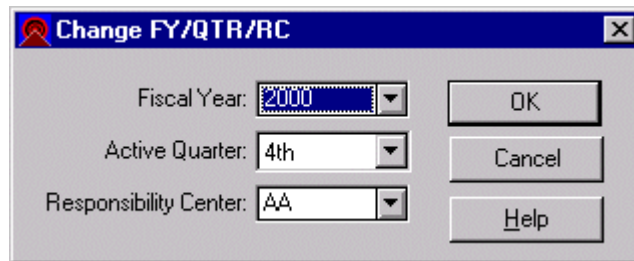
Note message "Responsibility Center SS was successfully saved"

When through adding New Responsibility Centers, click on "X" at upper right of The "New Responsibility Centers" window to close it.

Add an OPTAR

First, make sure that the Active RC at the bottom right corner of the window is showing the proper RC. If it is not, change the RC by selecting **Process / Change FY/QTR/RC**.

Use the Responsibility Center dropdown box to select the proper RC, then select the "**OK**" button.



A screenshot of a Windows-style dialog box titled "Change FY/QTR/RC". The dialog box has a blue title bar with a red icon on the left and a close button (X) on the right. Inside the dialog, there are three dropdown menus on the left and three buttons on the right. The first dropdown is labeled "Fiscal Year:" and shows "2000". The second dropdown is labeled "Active Quarter:" and shows "4th". The third dropdown is labeled "Responsibility Center:" and shows "AA". The buttons on the right are labeled "OK", "Cancel", and "Help".

Field	Value
Fiscal Year:	2000
Active Quarter:	4th
Responsibility Center:	AA

Buttons: OK, Cancel, Help

FASTDATA - N00281

File Edit View Process Reports Tools Window Help

FA Maintenance

FA ID's: N00000, N00203, **N00281**

FA Detail:

FA ID: N00281 Current Fiscal Year: 2000

Description: FLT COM TRG CT LANT Accounting System: STARS-FL

Sites Serial Ranges **Responsibility Centers** OPTAR's Authorizations Job Order Numbers

RC	Authorized	Obligated	Balance
AA	\$1,245,000.00	\$470,995.20	\$774,004.80
BB	\$267,000.00	\$140,216.82	\$126,783.18
CC	\$150,000.00	\$85,000.00	\$65,000.00
DF	\$10,000.00	\$6,335.00	\$3,665.00
FF	\$516,000.00	\$99,530.00	\$416,470.00
PG	\$219,000.00	\$265.00	\$218,735.00
TOTAL:	\$2,423,000.00	\$803,245.02	\$1,619,754.98

Add... Duplicate... Details... Delete

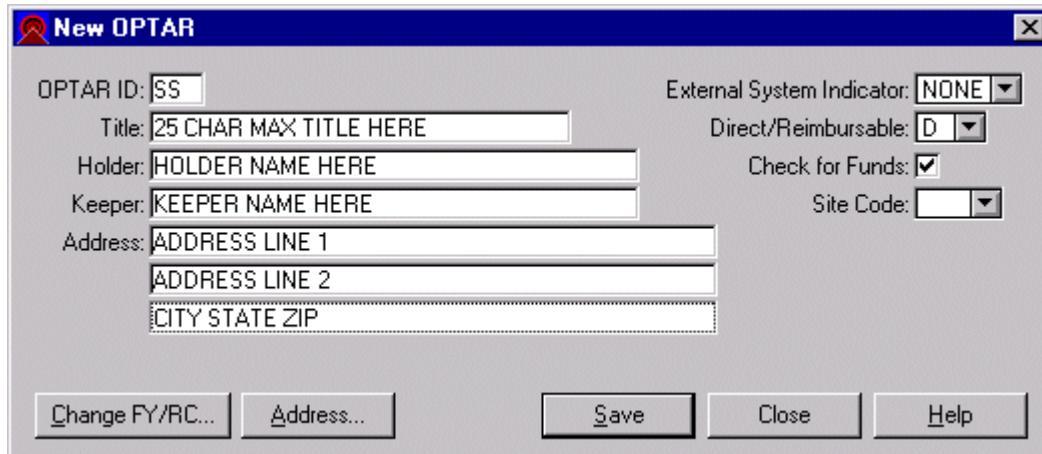
Ready FY: 2000 QTR: 4th RC: AA

Once the proper RC has been selected, continue to add an OPTAR by selecting **Process / FA / OPTAR's** tab.

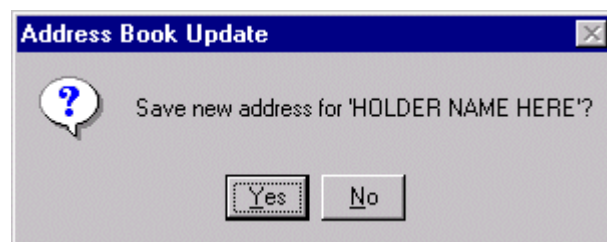
Click on the **Add** button.

Enter data required by the New OPTAR window similar to the following:

Ensure that you checkmark "Check for Funds:" so that funding may not be exceeded.



Click on the New OPTAR window's **S**ave button.



Select **Yes** or **No** button on Address Book Update window depending upon whether you want to save the holder's new address.

Click on the New OPTAR window's **C**lose button.

Add an Authorization

Click on **Process / FA / Authorizations** tab

FASTDATA - N00281

File Edit View Process Reports Tools Window Help

FA Maintenance

FA ID: N00281 Current Fiscal Year: 2000

Description: FLT COM TRG CT LANT Accounting System: STARS-FL

Stops Serial Ranges Responsibility Centers OPTARs **Authorizations** Job Order Numbers

RC	OPTAR	Authorization	Total Authorizations	Total Obligations	Available Balance
AA	AT	AT0007	\$80,000.00	\$2,330.00	\$57,670.00
AA	AT	AT0008	\$40,000.00	\$3,106.20	\$36,893.80
AA	AT	AT0009	\$20,000.00	\$2,554.00	\$17,446.00
AA	P1	P10010	\$100,000.00	\$45,738.00	\$54,262.00
AA	P1	P10020	\$200,000.00	\$189,900.00	\$10,100.00
AA	P1	P10030	\$50,000.00	\$40,000.00	\$10,000.00
AA	P2	PP0010	\$50,000.00	\$40,345.00	\$9,655.00
AA	P2	PP0020	\$50,000.00	\$15,750.00	\$34,250.00
			\$2,423,000.00	\$803,245.02	\$1,619,754.98

Add... Duplicate... Details... Delete

Ready FY: 2000 DTR: 4h RC: AA

Start Microsoft Word - L... FASTDATA - ... http://navweb.us... Inbox - Microsoft... Command Prompt 3:33 PM

Select the **Add** button

Enter data required by New Authorization window. Ensure that you select the proper OPTAR for this Authorization.

Enter the Authorization detail:

Authorization Detail

RC: AA OPTAR: SS Auth ID: AUTHID Labor: ☐ SAG: ☐

Auth Desc: AUTH DESCRIPTION GOES HERE Ceiling: ☐ Function: ☐

Local Code: LOCAL Fenced: ☐ Subfunction: ☐

Project Cntr: PRJCTR Customer: CUSTOM

Funds

QTR	Authorized Funds	Undistributed Authorizations
1st:	50,000.00	
2nd:	50,000.00	
3rd:	50,000.00	
4th:	50,000.00	
Total:	\$150,000.00	

Optar is marked as Reimbursable.

Save Close Help

Change FY/RC...

Select the **Save** button.

Note the message "Authorization AUTHID was successfully saved".
(not shown in this example)

Select **Close** button.

Add a Job Order Number

Click on **Process / FA / Job Order Numbers** tab.

FASTDATA - N00281

File Edit View Process Reports Tools Window Help

FA Maintenance

FA ID: N00281 Current Fiscal Year: 2000

Description: FLT COM TRG CT LANT Accounting System: STARS-FL

Jobs Serial Ranges Responsibility Centers OPTARs Authorizations Job Order Numbers

RC	OPTAR	Authorization	JON	Description	Obligated
FF	AF	AF0001	001880AF001	MISC SUPPLIES	1,833.00
FF	AF	AF0001	001880AF002	CREDIT CARDS	3,110.00
FF	AF	AF0002	001880AF003	MONITORS	3,995.00
FF	AF	AF0002	001880AF004	LAN ADMIN	6,835.00
FF	AF	AF0003	001880AF005	ELECTRICITY	2,085.00
FF	AF	AF0003	001880AF006	WATER	1,375.00
FF	AF	AF0004	001880AF007	MAINT CONTRACTS	21,200.00
FF	AF	AF0004	001880AF008	MAINT OTHER THAN CONT	1,452.00
					\$803,245.02

Add Define Print Delete

Ready FY: 2000 DTR: 44 RC: 44

Start Microsoft Word - L Fastdata FASTDATA - http://navweb.s... Inbox - Microsoft... Command Prompt 3:40 PM

Select the Add button.

Enter data required by **New Job Order Number** window under each applicable tab. Ensure that you select the proper OPTAR and Other or Labor Authorization.

The screenshot shows a software window titled "New Job Order Number" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar, there's a subtitle "Enter the Job Order details:". The window contains four tabs: "General Information" (selected), "Accounting", "Grantor", and "Special Data". The "General Information" tab displays various input fields and checkboxes. The fields are: "JON:" with value "JJJJJJJJJJ", "JON Description:" with value "JON DESCRIPTION GOES HERE", "Status:" with value "New (Incomplete)", "Expense Element:" with a dropdown arrow, "Local Code:" with value "LOCAL CODE", "OPTAR:" with value "SS" and a dropdown arrow, "Other Authorization:" with value "AUTHID" and a dropdown arrow, "Other Close Date:" with value "00/00/0000", "Other Cost:" (empty), "Labor Authorization:" (empty) and a dropdown arrow, "Labor Close Date:" with value "00/00/0000", "Labor Cost:" (empty), "Object Class Code:" with value "000", "Promote to Outyear:" with a checked checkbox, "Export to Site:" with a checked checkbox, and "Export to STARS-FL:" with a checked checkbox. At the bottom of the window are three buttons: "Save", "Close", and "Help".

Click on the **S**ave button.

You'll get a message "Job Order was successfully saved."

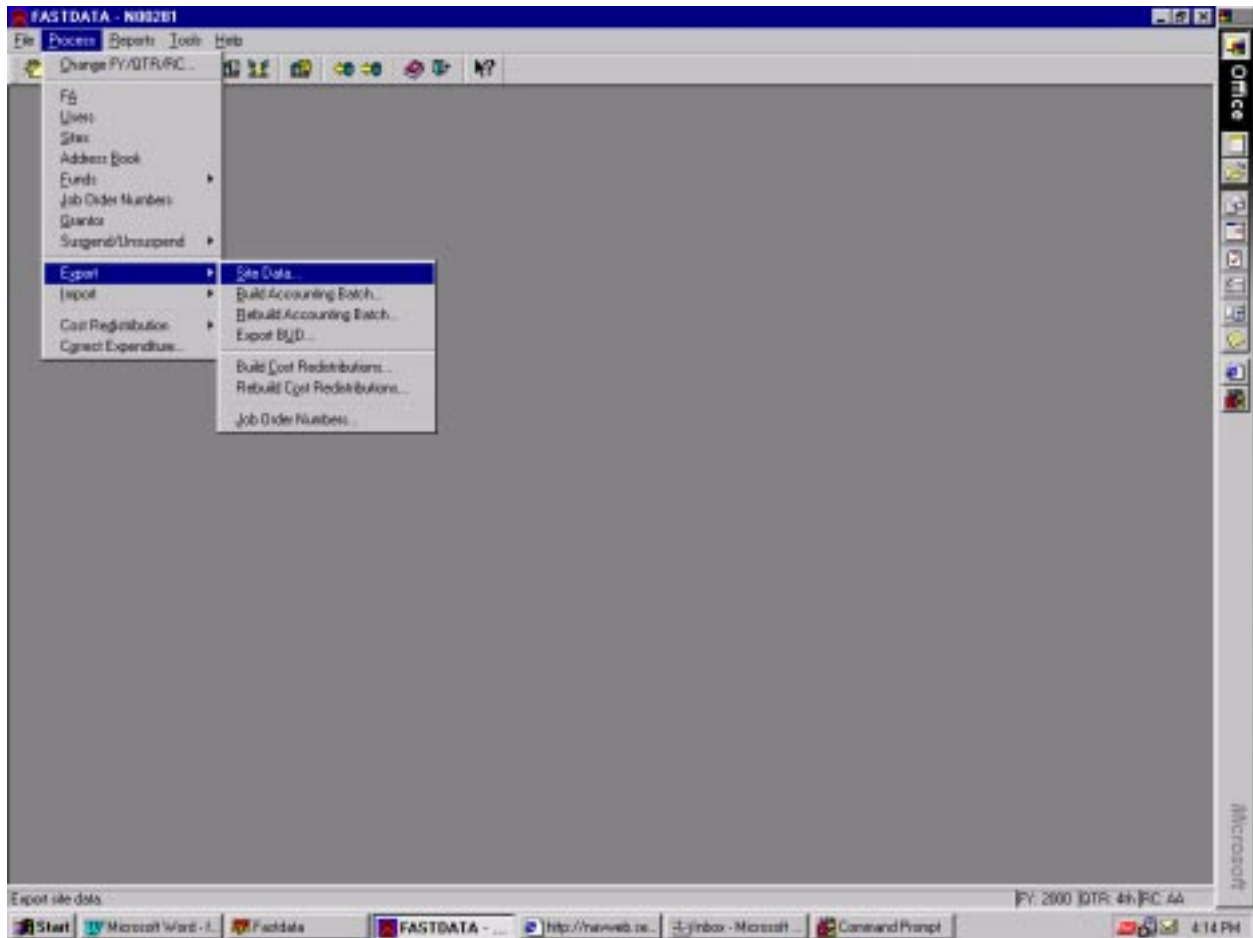
Click the **C**lose button.

Associate OPTAR to Site

Use this process if you did not enter a Site Code on the OPTAR when it was created. This process can also be used to **un**assign and **re**assign the OPTAR's to Sites.

Export Financial Framework to Site

Select **Export / Site Data**



Enter data required by Export Site window.

The 'Export Site' dialog box is shown. It has a title bar with a red icon and the text 'Export Site'. Below the title bar, there is a 'Site:' dropdown menu currently showing '99 (FASTDATA Windows Site)'. Below that is a 'Location:' text field containing 'A:' and a 'Browse...' button to its right. A section titled 'Site Export Options' contains two columns of checkboxes. The first column includes 'Site Data' (checked), 'Site Password' (unchecked), 'RC's, OPTAR's, Authorizations, and JON's' (checked), 'Document Serial Numbers' (checked), and 'Build Expenditures' (unchecked). The second column includes 'Rebuild Expenditures' (unchecked), 'Site Install' (checked), 'Reset Diskette Security' (unchecked), and 'Site Menu Update' (unchecked). At the bottom of the dialog are four buttons: 'Change FY...', 'Export', 'Close', and 'Help'.

Use dropdown box to select the Site you want to send to.

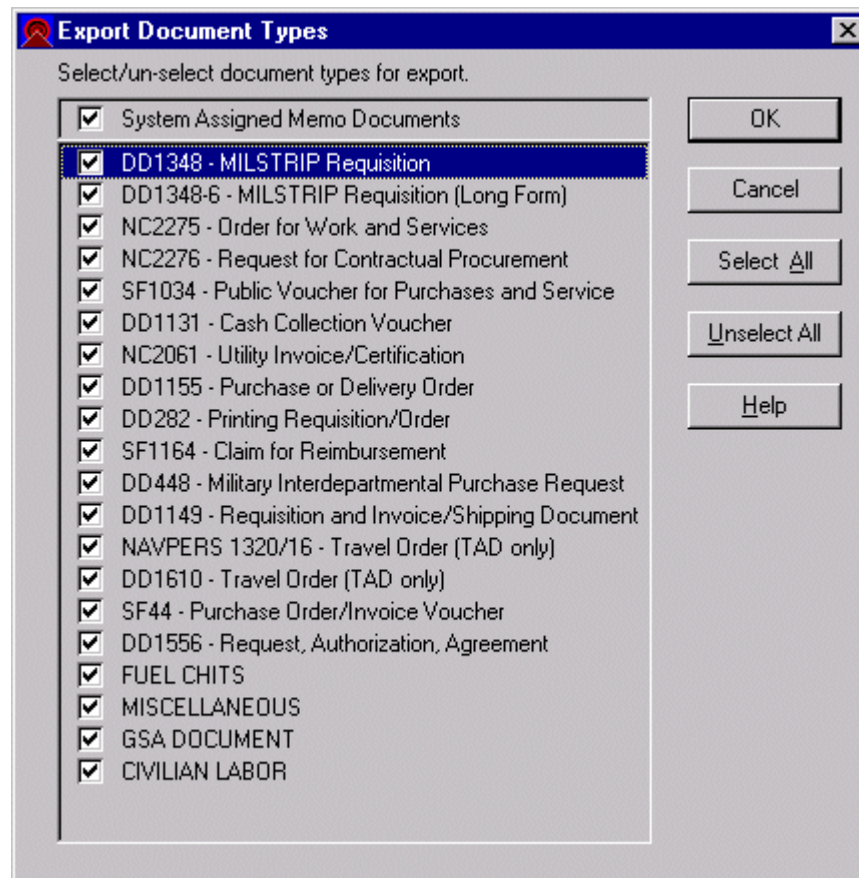
Enter the location you want the exported file to go to.

Select data you want to export to the Site by checking the boxes.

Click the **Export** button.

Because you chose to export Site Install (or Site Menu Update), you will get the following window:

Select or unselect document types.



Click on the **OK** button.

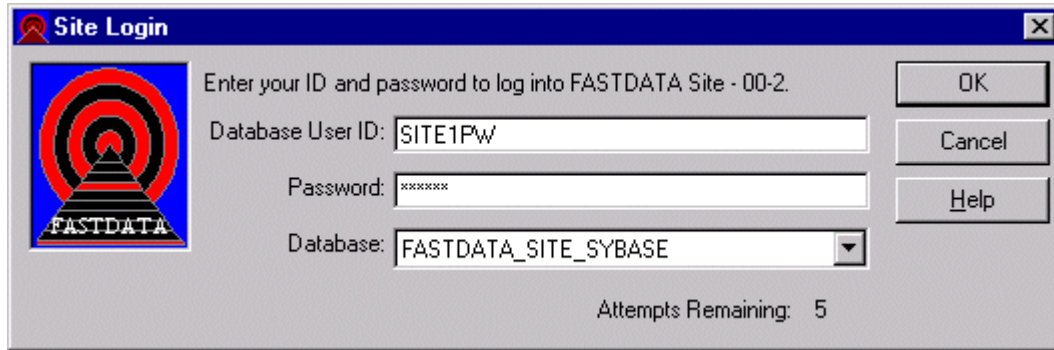




SITE Processes

Site software is installed.

The software version you are using is provided on the Login Screen. The example below shows that FASTDATA Site version 00-2 Software is in use.



The image shows a Windows-style dialog box titled "Site Login". On the left is a logo featuring a red and black target with a pyramid in the center, and the word "FASTDATA" below it. The main text area contains the instruction "Enter your ID and password to log into FASTDATA Site - 00-2." followed by three input fields: "Database User ID:" with the text "SITE1PW", "Password:" with masked characters "*****", and "Database:" with a dropdown menu showing "FASTDATA_SITE_SYBASE". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom right, it says "Attempts Remaining: 5".

Site Login

Enter your ID and password to log into FASTDATA Site - 00-2.

Database User ID: SITE1PW

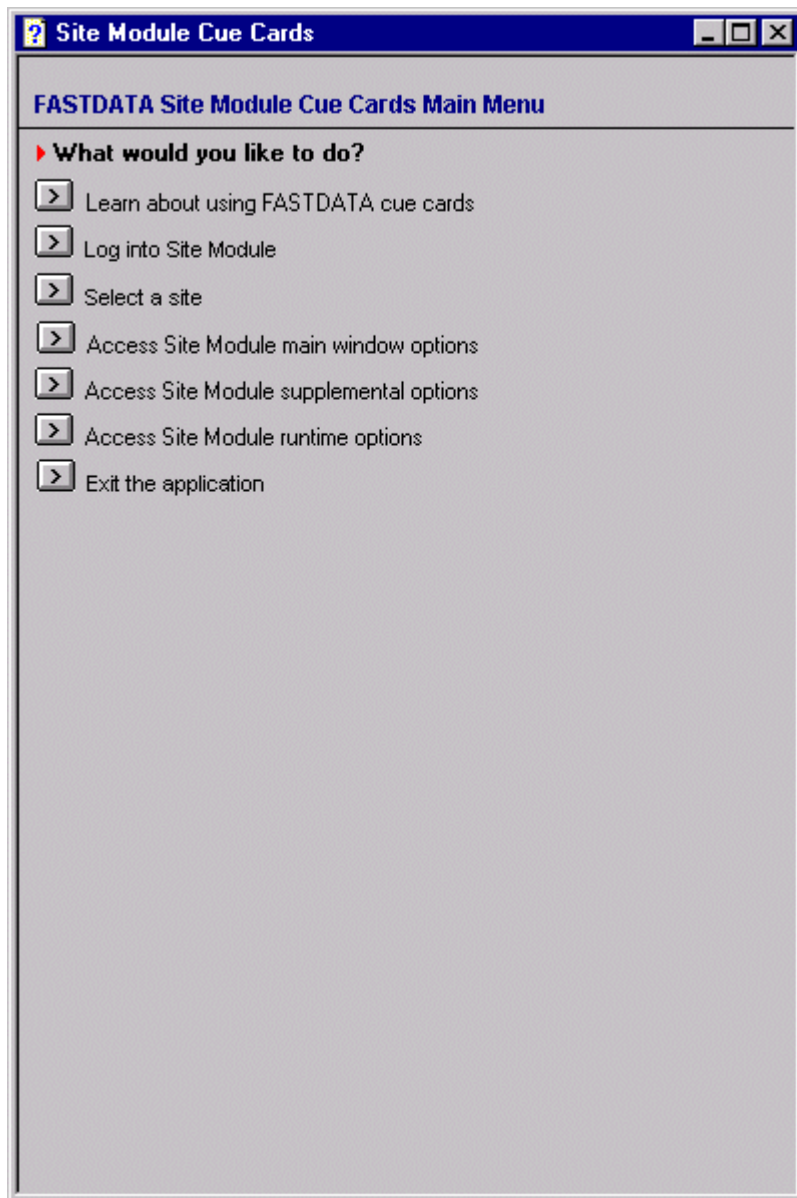
Password: *****

Database: FASTDATA_SITE_SYBASE

Attempts Remaining: 5

OK Cancel Help

Cue Cards



To turn Cue Cards OFF, click on **Help**, then click on **Cue Cards** to remove the checkmark.

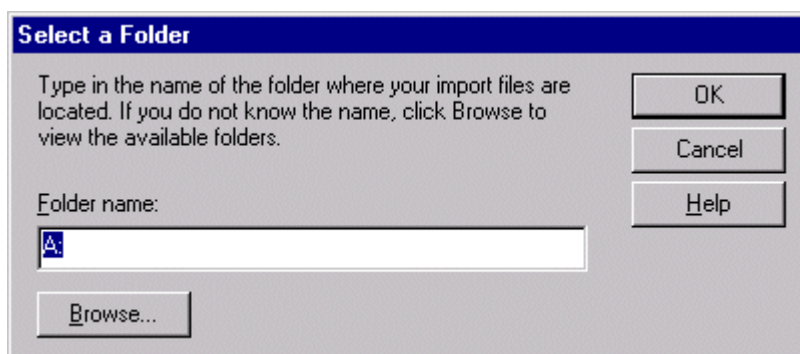
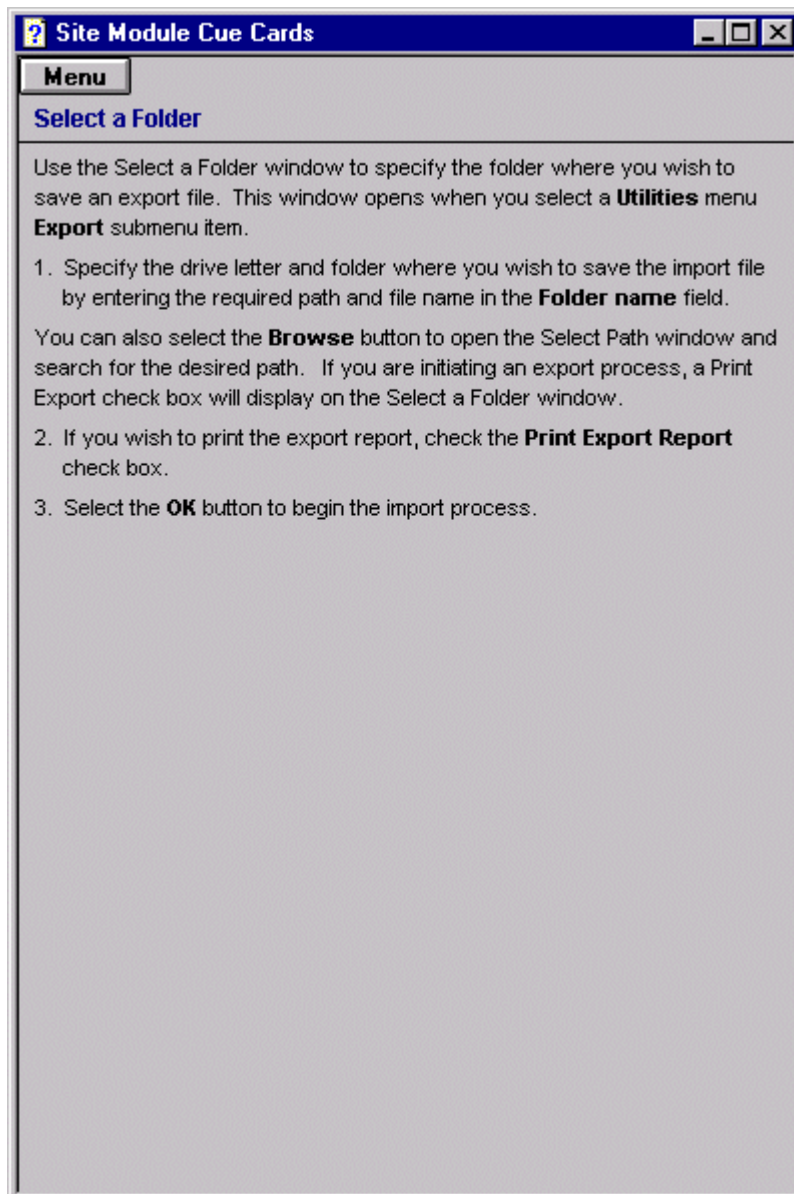
To turn Cue Cards back ON, click on **Help**, then click on **Cue Cards** to replace the checkmark.

Using Site software:

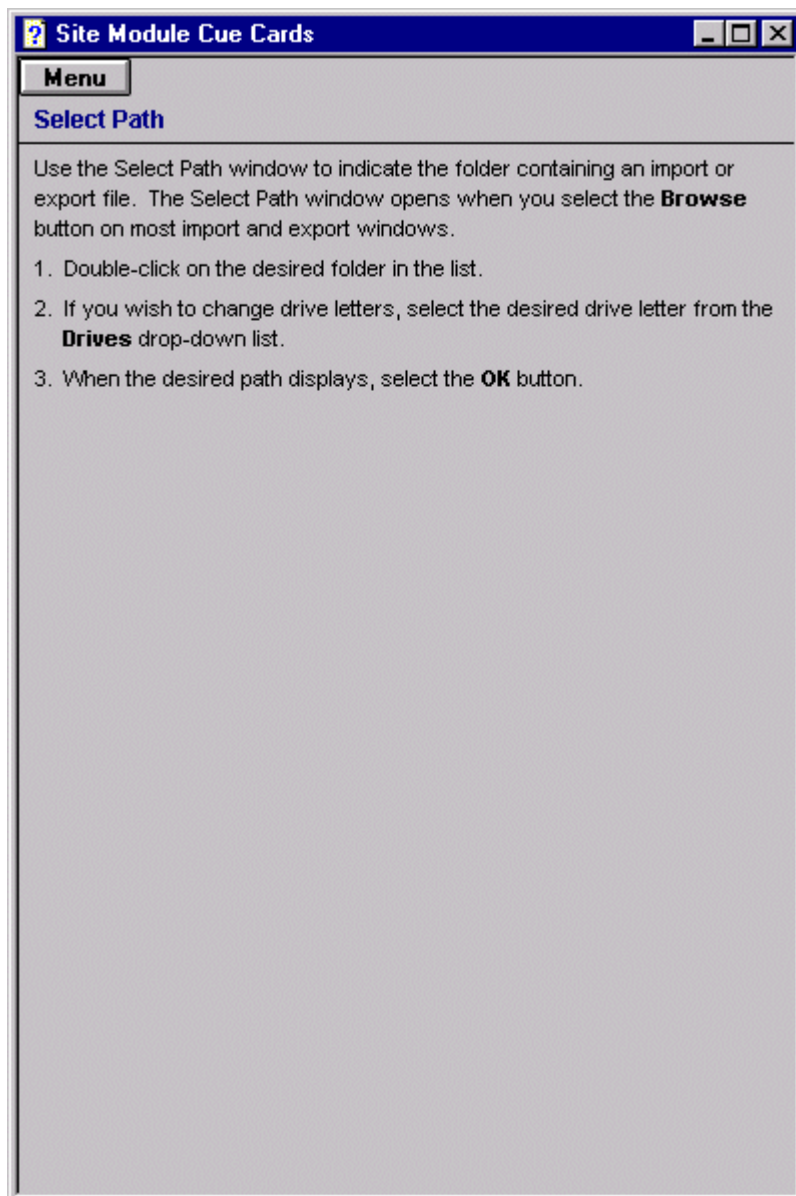
Import Financial Framework from FA

Select **U**tilities / Import Comptroller Data

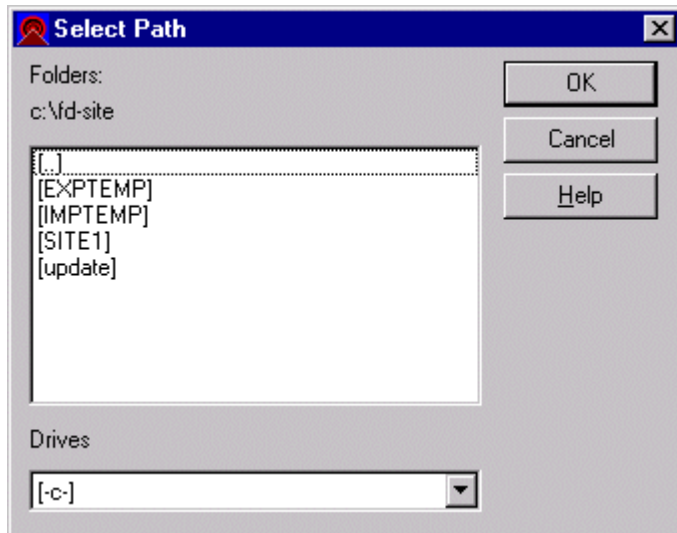




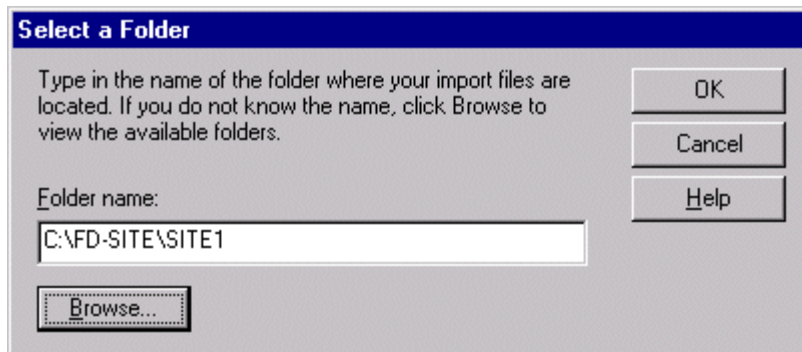
Select **B**rowse



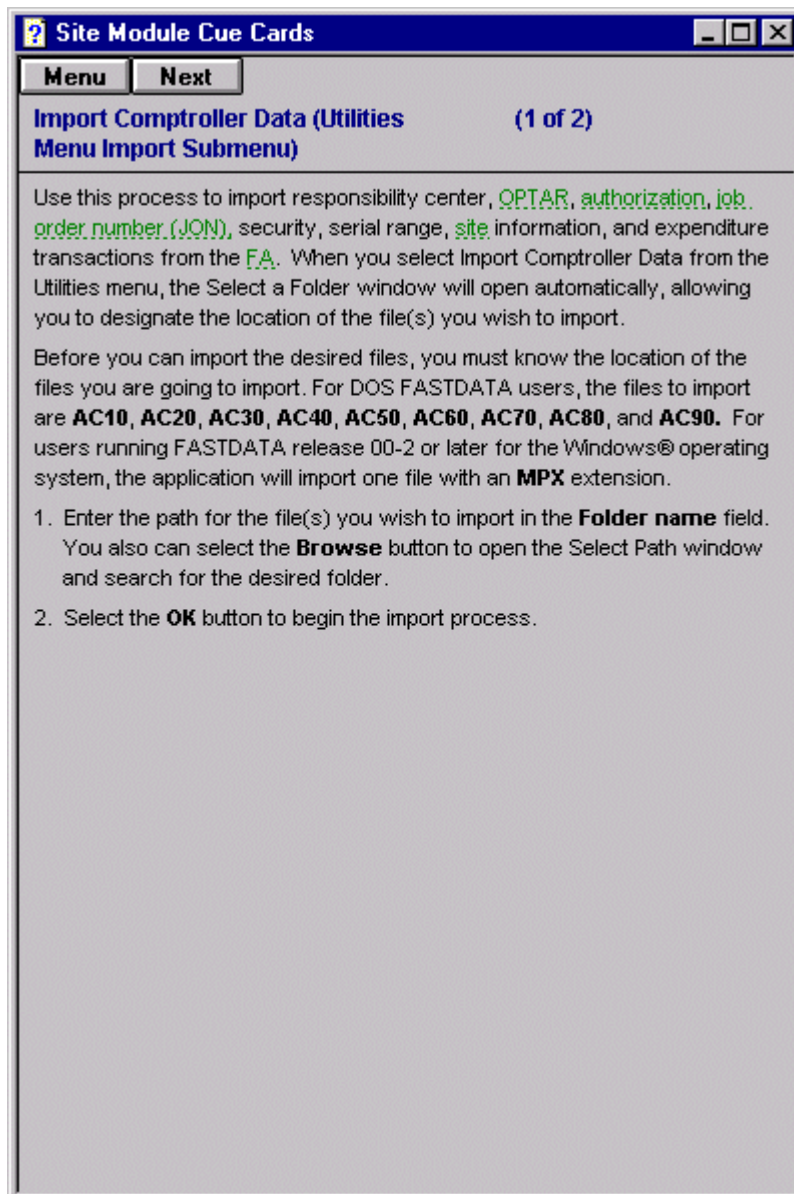
If you selected **Browse**, you get the **Select Path** window:



In this case, highlight "**SITE1**" and click the Select Path window **OK** button.



Click the **Select a Folder** window **OK** button.



MPX files are new with release 00-2 software.

I received the following message when I tried to import into a Site for which the FA has not done an export.

